

CITY OF RIVERDALE
JOB DESCRIPTION
Equal Opportunity Employer

Position	Department	Salary Range	Pay Grade	FLSA Status	Shift / Schedule	Application Expiration
Lead Maintenance Worker	General Service	26,046.48 – 40,623.55	34	Non-Exempt	Full-Time	

Job Summary:

Under general supervision of the Director, this Lead position is non-exempt and performs a variety of semi-skilled and/or skilled tasks. The Lead will oversee workers that typically perform a variety of tasks, which may include, but not limited to any combination of the following: mowing, trimming, planting, watering, fertilizing, sod laying, digging, raking, sprinkler installation, sign installation, street debris clean up, and sewer drain clean out. Also Responsible for maintaining all interior / exterior of City facilities, building, and road repair.

Minimum Qualifications:

- Must possess a High School Diploma or GED
- Three (3) to Five (5) years of experience in building and roadway maintenance and some technical training in carpentry. Must possess and maintain a valid Georgia Drivers License.

Preferred Qualifications:

Certifications Preferred but not required

Major Duties:

- Oversee and assign work flow
- Reports daily progress, and ensure all assignments are completed
- Mow City Right-of-Ways, medians, building grounds, ball field and Park grounds,
- Plant trees and shrubbery
- Trim and edge sidewalks, curbs, beds
- Mulch/pine straw application and replacement
- Weed eating and weed control
- Cutting trees & bushes including trim/cut limbs, pruning as required
- Debris / Trash pickup from the streets
- Clean storm drains
- Performs and completes preventative and repair maintenance procedures on City facilities
- Performs basic carpentry and plumbing work
- Completes small construction projects when necessary
- Operates assigned equipment in the maintenance and repair of city roads, streets, and drainage systems including gasoline and diesel powered automotive and heavy equipment, light to medium duty trucks, tractors, wood chippers, backhoe and various machines, tools, and powered equipment
- Patch pot holes and perform other tasks in repairing streets; and maintains sidewalks
- Erects and maintains city street signs and traffic control signs
- Set-up rooms for meetings, performs ‘Set-Up’ & ‘Break-Down’ activities for special events
- Construct, arrange and move furniture and equipment as required
- Will oversee Inmate Laborers, Community Service Workers and/or volunteers when needed

Additional Duties:

- Assure Lawn and Maintenance equipment is operable.

Knowledge Required by the Position:

- Knowledge of basic computer skills
- Knowledge of the practices and techniques of lawn care, sprinkler system operations, and traffic control
- Skill to operate farm tractors for lawn maintenance
- Skill to operate zero radius mowers and wood chipper
- Skill in operating a variety of mechanized garden and landscaping power tools, machinery and equipment; tools such as weed eaters, trimmers, edger, chain saw, pole saw
- Skill in operating a trailer
- Knowledge of building maintenance requirements and procedures;
- Knowledge of, or ability to learn, standard cleaning methods and equipment used in custodial work such as brooms, mops, dust mops, vacuums, scouring devices and more
- Knowledge of the occupational hazards and safety standards and practices applicable to job
- Skill in reading and interpreting design drawings, construction and building specifications
- Skill in carpentry tasks

Ability Required by the Position:

- Ability to work evenings, nights, weekends and holidays as required;
- On-Call availability for “Emergency Call-In” throughout the City
- Ability to follow established safety rules, departmental policies and procedures;
- Ability to understand and follow oral and written instructions;
- Ability to perform routine, repetitive tasks on a continuous basis;
- Ability to work independently in maintaining a clean and orderly area after a sufficient training period;
- Ability to exert continuous physical effort including frequent bending, walking, manipulating and heavy lifting of equipment.
- Ability to establish and maintain effective working relationships with city employees and the general public.

Supervisory Controls:

- Work is performed under the direct supervision of the General Services and Facility Management Director

Physical Demands:

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, and uses tools or equipment requiring a high degree of dexterity. The work requires the use of protective devices such as masks, goggles, rain gear, or gloves.

Work Environment:

- The work is typically performed outdoors where the employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, and cold or inclement weather.

APPLICATION PROCESS: All applicants may be required to complete the following: written exam, physical exam, drug screening, polygraph, and background investigation.

If you feel you qualify for the above position, and you meet the minimum requirements, you may complete an application at the Human Resource Office, 971 Wilson Road, Riverdale, GA 30274. Applications are available from 8:00 to 4:00 p.m., Monday – Friday. Applications are also available on www.riverdalega.gov.

Authorizing Department Head Name and Signature

Date

Reviewing Human Resources Director Name and Signature

Date

Reviewing Finance Director Name and Signature

Date

Approving City Manager Name and Signature

Date